

Willoughby Primary
School
'Learning for Life'



ATTENDANCE POLICY

We aim to:

- Take all reasonable steps to maximise attendance rates.
- Actively discourage late arrivals.
- Be consistent in the application of the school's registration and attendance procedures.

Poor attendance rates and persistent lateness undermines the educational process and leads to educational disadvantage.

Parental Responsibility

- Parents are required to ensure that their children receive efficient, full time education and are therefore primarily responsible for ensuring that children attend and stay at school.
- Thus, parents are responsible to ensure that their children:
 - Attend school regularly
 - Arrive at school on time, in uniform and in a condition to learn.
 - Are absent only for reasons that can be authorised.
- Parents are required to inform the school of the reason for any absence and the likely return date, as soon as possible.

Registration

The school keeps an attendance register for each class in which pupils are marked present or absent at the beginning of each school session.

Reporting Absence

- Parents are asked to make contact on the first day of absence, by note, personal contact, or telephone call– informing the school of the reason for the absence and/or nature of any illness. They are also asked to inform the school if there is a likely return date.
- A Notification of absence is kept.
- Any absence not reported to school is followed up by the school by telephone soon after 9am.
- Any queries as to whether to authorise an absence or not should be referred to the headteacher.

Authorising Absence

Amendments were made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 that came into force on 1 September 2013. In brief, these amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

The following codes are used to authorise absence:

| Code | Description | Meaning |
|------|--|-----------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated off site (Not Dual reg.) | Approved Education Activity |
| C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised Absence |
| D | Dual registration (i.e. pupil attending other establishment) | Approved Education Activity |
| E | Excluded (no alternative provision made) | Authorised Absence |
| F | Extended family holiday (agreed) | Authorised Absence |
| G | Family holiday (NOT agreed or days in excess of agreement) | Unauthorised Absence |
| H | Family holiday (agreed) | Authorised Absence |
| I | Illness (NOT medical or dental etc. appointments) | Authorised Absence |
| J | Interview | Approved Education Activity |
| L | Late (before registers closed) | Present |
| M | Medical/Dental appointments) | Authorised Absence |
| N | No reason yet provided for absence | Unauthorised Absence |
| O | Unauthorised absence (not covered by any other code/description) | Unauthorised Absence |
| P | Approved sporting activity | Approved Education Activity |
| R | Religious observance | Authorised Absence |
| S | Study leave | Authorised Absence |
| T | Traveller absence | Authorised Absence |
| U | Late (after registers closed) | Unauthorised Absence |

| | | |
|---|-----------------------------------|-------------------------------------|
| V | Educational visit or trip | Approved Education Activity |
| W | Work experience | Approved Education Activity |
| X | Non-compulsory school age absence | Not counted in possible attendances |
| Y | Enforced closure | Not counted in possible attendances |
| Z | Pupil not yet on roll | Not counted in possible attendances |
| # | School closed to pupils | Not counted in possible attendances |

Absence will be authorised immediately or retrospectively if:

- The pupil was absent due to illness
- The pupil was prevented from attending by an unavoidable cause
- The pupil had leave of absence granted by the headteacher
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong.
- The absence was due to a medical or dental appointment.
- Family bereavement
- Moving house
- External music examination
- Special tuition/events

The school will not authorise absence in the following cases:

- Shopping during school hours
- Children looking after brothers and sisters
- Children avoiding aspects of the curriculum (games, swimming, visits etc.)
- Holidays (unless exceptional circumstances apply)

Prior notice for any planned absence should be given by completing an 'Application by Parent/Carer for Child's Leave of Absence from School during Term Time' form (available from the school office or on the school website)

Penalty Notices

Penalty Notices can be issued for unauthorised leave. We follow the Nottinghamshire Local Code of Conduct for Penalty Notices Issued in Respect of Truancy and Excluded Pupils which is available from the School Office. If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance. Penalty notices are issued to each parent, for each child. All monies are collected by and retained by the Local Authority.

Failure to ensure regular school attendance

We closely monitor pupils' attendance and raise any emerging patterns or concerns with parents. This is done either by phone or letter. If there is no improvement in school attendance we have a duty to refer the matter to the local authority who may also issue a Penalty Notice to parents who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or local authority. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

Lateness

- We recognise that persistent lateness is:

- Detrimental to the child's education
 - Administratively disruptive
 - A poor preparation for future school and adult life
- Morning registration is at 9.00am. Pupils not present at the time the register is called receive a late mark - **L**.
 - Afternoon registration starts at 1.00pm. Pupils not present at the time the register is called receive a late mark - **L**.
 - Registers close at 9.15am. Any pupil arriving after this time is marked absent with code **U**.
 - Parents whose children regularly arrive late will receive a warning letter from school. Extreme cases may be referred to the Educational Welfare Officer.

Mid-Session Arrivals/Departures

- It is recognised that children may arrive or depart mid-session for a variety of reasons which may be authorised.
 - illness or accident in school resulting in a child going home
 - medical or dental appointments
 - unavoidable delays or reasons to leave early.
- Pupils present for registration who leave early or for part of a session, should be noted in the Parent/Carers Signing In/Out book in the foyer.
- Pupils not present for registration who return later from an appointment should be noted in the Parent/Carers Signing In/Out book in the foyer.

Monitoring Attendance and Punctuality

- The **attendance report** will be examined at the end of each term to look for:
 - Patterns of unexplained absences
 - Any persistent lateness
 - Any prolonged or unexplained absence
- **Summaries of Attendance** rates are prepared annually for all children in Years 1–6 showing:
 - The total number of possible pupils sessions.
 - The number of authorised absences.
 - The percentage of pupils sessions lost by authorised and unauthorised absences.

This summary record is included in the pupils' annual school report.

Reviewed May 20
Reviewed May 21
Reviewed May 22
Reviewed May 23

Next Review Date – May 2024